

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

October 25, 2007

5 Page Document

TITLE:	Labor Relations Director
POSITION NO:	00595
LOCATION:	Director's Office, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 7
STARTING SALARY:	\$53,332 - \$66,665 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, November 8, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Join a dedicated team of professionals striving to touch the lives of all Montanans. As the largest state agency, DPHHS offers career advancement opportunities in over 550 different occupations. In addition to meaningful work and a rewarding career opportunity, we offer a comprehensive benefits package.

Our typical compensation offering for a full-time employee earning \$50K: annual salary \$50,000; health benefits \$7,080.00; retirement \$3,450.00; = **\$60,530.00.** In addition, we offer three weeks of paid vacation within the first year of employment, paid sick days, and holiday time.

TYPICAL DUTIES: This executive position is the primary contact for union activities in the department; acts as the Lead Negotiator in dealings with 20 bargaining units in the agency; provides leadership to management in union contract negotiations, arbitrations, and mediation. In conjunction with the Workforce Services Director, participates on statewide committees; assists and provides guidance to Division Administrators and HR professionals in the facilities on assigned topics; provides leadership in addressing discipline and discharge as well as grievance handling issues; and provides leadership, supervision, and direction for the safety and worker

AN EQUAL OPPORTUNITY EMPLOYER

compensation programs. This position supervises two full-time employees.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Advanced knowledge of human resources law and policy in diverse areas such as labor relations, safety, workers compensation, client and employee discrimination; theories, principles, and practices of labor relations and contract administration; effective implementation strategies for new or revised policies and programs; effective supervisory techniques; and department programs and functions.

Skills: Advanced skills in negotiation; conflict resolution; effective oral and written communication; active listening; researching and analyzing issues in order to make decisions based on logic and reason; problem solving; and establishing and maintaining strong working relationships.

Abilities: Ability to make difficult and sometimes unpopular decisions that are in the best interest in service delivery; work independently and take responsibility for own actions; consider risks and impacts associated with various courses of action before making a decision; persuade others directly or collaboratively to adopt ideas, and participate and contribute to their efforts; work toward establishing a high level of trust between the Office of Human Resources, employees, and customers; interact openly and honestly; maintain composure in difficult and confrontational situations; meet deadlines and keep others informed as to the progress of projects/assignments; and work as an effective team member with the department Management Team, Office of Human Resources, statewide personnel policy network, statewide Labor Relations Advisory Group, and the department in general.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in Human Resource Management/Administration (preferred), Business Administration/Management, Public Administration, communication, or closely related field **AND** five years of labor relations experience to include human resources management, discipline and discharge issues, safety and workers compensation, staffing and performance management, human resources policy interpretation, analyzing and evaluating human resources data, staff development and training, employee and management compensation programs.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If there are unforeseen circumstances, transcripts may be accepted prior to interview;** and
4. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
TITLE: Labor Relations Director
POSITION: #00595
LOCATION: Director's Office, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Your responses should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Your answer to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, your answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. This position requires direct labor relations experience. Please describe your professional experience pertaining to labor laws and collective bargaining.
2. This position will directly supervise professional staff working in Health & Safety and Worker's Compensation. Please describe your management experience; include the number and level of staff supervised.